

RECORDS CENTER
 JOB NO. **54-207**
 FOR REFERENCE SERVICE ON RECORDS TRANS-
 FERRED TO STORAGE COMPLETE FORM 490 AND
 REFER TO ABOVE JOB NUMBER.

Submit original and 3 copies to Records Center. One copy will be returned
 to the originating office when material is accessioned by Records Center.
 Additional copies may be prepared as indicated by your ARO.

PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)

TO: Chief, Records Center.	FROM: (Office) LOGISTICS	DIVISION Admin. Staff
	BRANCH Mail & Courier	SECTION

APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW

DESCRIPTION OF FILE SERIES (Include: Name of File, Contents, Function, Arrangement and Inclusive Dates.) IF NECES-
 SARY TO LIST RECORDS, USE FORM NO. 140A. RECORDS SHELF LIST (Check appropriate box below.)

Administrative Correspondence, 1946 thru 1952.
 Consists of administrative correspondence sent for filing in the Agency's
 Central File. The series is comprised mostly of tissue copies of out-
 going correspondence and these incoming originals after action has been
 taken by the CI, DDP, DDI, & DDA. The file is very incomplete as it was
 not mandatory for the offices to forward correspondence to the Central
 File. Duplicate copies of this material may be contained in other files
 throughout the Agency.

☐ SHELF LIST ATTACHED

☐ SHELF LIST INCLUDED IN TRANSFER

CLASSIFICATION OF RECORDS SECRET	FILE EQUIPMENT OCCUPIED BY RECORDS <input type="checkbox"/> LETTER <input type="checkbox"/> OTHER (specify) <input type="checkbox"/> LEGAL <input type="checkbox"/> NUMBER OF DRAWERS
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APPROXIMATE REFERENCE ACTIVITY PER MONTH

LOCATION OF RECORDS				
BUILDING Q	ROOM 1062	EXTENSION	DATE	IAN <div style="border: 1px solid black; width: 150px; height: 30px;"></div>

PART II (TO BE COMPLETED BY THE AREA RECORDS OFFICER)

TYPE OF MATERIAL <input type="checkbox"/> RECORD <input type="checkbox"/> NON-RECORD

RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")

DISPOSITION AUTHORIZATION

CITE SCHEDULE OR AUTHORITY				
BUILDING	ROOM	EXTENSION	DATE	SIGNATURE OF AREA RECORDS OFFICER

HS/HC-34

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